

## 23 Packaging

### 23.1 Packaging Overview

The Packaging function consists of five major screens plus one detail window. **Screen 1 is shown in (Figure 23-1).** The Packaging screens are for information about shipping and packaging discrepancies, as well as the actions taken to resolve the discrepancies. This function was modified and activated for the DIRAMS Version 5 release.

**Note:** Currently, you cannot enter certain special characters (e.g., apostrophes and semicolons) into some data boxes.

**Packaging (Screen 1 of 5) For Official Use Only**

File Edit Functions Administration Help

Icons: [Disk], [Printer], [Clipboard], [Book], [Left Arrow], [Right Arrow], [Document], [Color Wheel], [Magnifying Glass], [Stack of Papers], [Question Mark]

CAD: [ ] Team Code: [ ] Type: ☐ Shipping ☐ Packaging Date Prepared: [ ]

Report No.: [ ] Status: ☐ Initial ☐ Follow-up ☐ Correction ☐ Cancellation

**To Address**

☐ To ☐ From ☐ Shipper ☐ Administering Office ☐ Preparer ☐ Reply To

To: [ ]

Attention: [ ]

Address 1: [ ]

Address 2: [ ]

City: [ ] State: [ ] Country: [ ] ZIP: [ ]

DoDAAC: [ ] RIC: [ ]

Figure 23-1 Packaging Screen 1



### 23.1.1 To Add or Create New Record



Insert  
Icon

1. To add (insert) a new record, click the **Insert** icon on the tool bar or select **File: New** from the menu bar. The system prepares the screen for you to enter the requested information.
2. Enter the requested information, then save your work.

### 23.1.2 To Move to the Next Screen



Next Page  
Icon

After you enter the information requested on screen 1, click the **Next Page** icon on the tool bar or select **Edit: Next Page** from the menu bar to open screen 2.

### 23.1.3 To Move to the Previous Screen



Previous  
Page Icon

You can return to a previous screen by clicking the **Previous Page** icon on the tool bar or selecting **Edit: Previous Page** from the menu bar.

### 23.1.4 To Add Multiple New Records



Cancel  
Icon

If you have to enter multiple new records, enter one record. Then save the current record by clicking the **Save** icon on the tool bar or selecting **File: Save** from the menu bar. Then to clear the screens for your next new record, either click the **Cancel** icon or select **File: Cancel**.

or

Click on the **Insert** icon on the tool bar or select **File: New** from the menu bar. A message box appears informing you that unsaved changes exist, and asking you if you want to save them. Click **Yes** to save. If you click **Yes**, a message informs you of a successful save. Click **OK** to close this message. The system prepares the screen for another entry. (Or click **No** on the unsaved changes message box if you do not want to save. Or click **Cancel** to return to the current record instead of inserting a new one.)

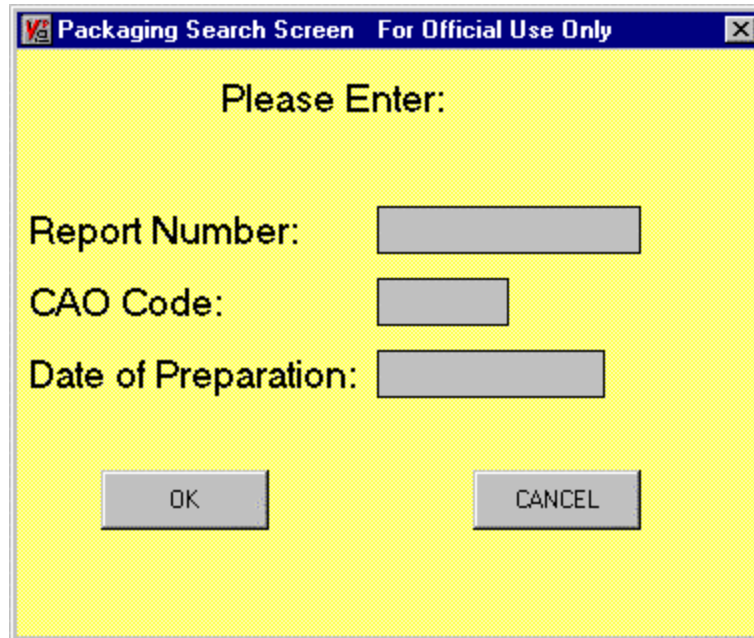


### 23.1.5 To View or Edit Existing Record



Search  
Icon

1. Click the **Search** icon on the tool bar or select **File: Open** from the menu bar. When you do, a Search window (Figure 23-2) appears.



Packaging Search Screen For Official Use Only

Please Enter:

Report Number:

CAO Code:

Date of Preparation:

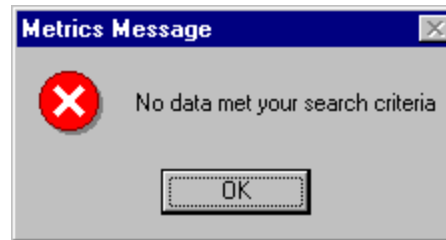
OK CANCEL

Figure 23-2 Packaging Search Pop-Up Window

2. Type in the desired **Report Number** (up to 13 alphanumeric characters).
3. Press **Tab** or **Enter**.
4. Enter the desired **CAO Code** (2-5 alphanumeric characters).
5. Press **Tab** or **Enter**.
6. Enter the desired **Date of Preparation** (MMDDYY, MM/DD/YY or DD-MON-YYYY format).
7. Press **Tab** or **Enter**.
8. Click **OK**. If a record is found, it is displayed on the Packaging screens where you can view, edit or delete it.  
or  
Click **Cancel** to close the Search window.



If no record is found matching the information you entered, a pop-up window appears (Figure 23-3). Click **OK** to close the window. You can then choose to search for a record again, add a record, go to another Metrics function or exit the Metrics application.



*Figure 23-3 No Data Found Pop-Up Message*



## 23.2 Packaging Screen 1 of 5

Packaging screen 1 (Figure 23-4) has two major purposes. First, it allows you to enter information that identifies a discrepancy. Second, it allows you to enter name and address information for individuals or organizations with various roles in the discrepancy resolution process. Once entered, the identifying information is always visible at the top of the screen when you are working on screen 1, whereas the address information visible at the bottom of the screen depends on which type of Address you select as explained in Section 23.2.1.7.

When the Packaging screen 1 opens, you can either insert a new record (Section 23.1.1) or search for an existing one to open (Section 23.1.5). The delete procedure is explained in Chapter 6.

**Note:** If you are entering a record, you must enter all required information, including **To, From, Shipper, Preparer** and **Reply To** address blocks before you can save or go to screen 2.

**Packaging (Screen 1 of 5) For Official Use Only**

File Edit Functions Administration Help

23.2.1.1 CAD: 23.2.1.2 Team Code: 23.2.1.3 Type: ☐ Shipping ☐ Packaging Date Prepared: 23.2.1.4

Report No.: 23.2.1.5 Status: ☐ Initial ☐ Follow-up ☐ Correction ☐ Cancellation

**To Address** 23.2.1.6

☐ To ☐ From ☐ Shipper ☐ Administering Office ☐ Preparer ☐ Reply To

23.2.1.7

To: \_\_\_\_\_

Attention: \_\_\_\_\_

Address 1: \_\_\_\_\_

Address 2: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Country: \_\_\_\_\_ ZIP: \_\_\_\_\_

DoDAAC: \_\_\_\_\_ RIC: \_\_\_\_\_

Figure 23-4 Packaging Screen 1 Fields

Note: Numbers in data boxes indicate corresponding section numbers.



## 23.2.1 Fields for Packaging Screen 1 of 5

### 23.2.1.1 CAO

This is for the MOCAS code (2-5 alphanumeric characters) which identifies the Contract Management Administration Office. It is automatically populated based on the login; however, you can change the code before you save a record. This is a required field.

---

**Note:** You cannot change this value after you save the record.

---

### 23.2.1.2 Team Code

This is automatically populated with the Team Code (2-5 alphanumeric characters) associated with the UserID entered on the Password screen. You can accept this Team Code, delete it or change it before you save a record **as explained in Section 10.2.1**.

---

**Note:** You cannot change this value after you save the record.

---

### 23.2.1.3 Type

This is for indicating the type of shipping discrepancy. The default selection is **Shipping**; therefore, if this is a shipping discrepancy, you can move to the next field. If the type of discrepancy is packaging, select the circle in front of **Packaging**. This is a required field.

---

**Note:** You cannot change this value after you save the record.

---

### 23.2.1.4 Date Prepared

This protected data box is automatically populated with the current (system) date.

### 23.2.1.5 Report No.

Enter the unique identifier (up to 13 alphanumeric characters) assigned to the discrepancy report. This is a required field. If the number you enter already exists, a message appears to alert you. Click **OK** to close the message box, then enter a different number.

---

**Note:** You cannot change this value after you save the record.

---

### 23.2.1.6 Status

Indicate the status of the discrepancy report by selecting one of the following: **Initial**, **Follow-up**, **Correction** and **Cancellation**. This is a required field.

---

**Note:** You cannot select **Initial** once a record has been saved.

---

### 23.2.1.7 Address Block

The address block selection circles allow you to enter name and address information for various individuals involved in the resolution process from Packaging screen 1 (e.g., to enter information



about the Shipper, select the circle in front of Shipper, and the bottom of the screen changes somewhat to reflect your selection). The **Address Block** selections are as follows:

- To (See Section 23.3.)
- From (See Section 23.4.)
- Shipper (See Section 23.5.)
- Administering Office (See Section 23.6.)
- Preparer (See Section 23.7.)
- Reply To (See Section 23.8)

### 23.3 To Address Block

The **To Address Block** (Figure 23-5) appears when you select the circle in front of **To** in the **Address Block** selection section on Packaging screen 1. This is a required address block.

**To Address**

☒ To ☐ From ☐ Shipper ☐ Administering Office ☐ Preparer ☐ Reply To

**23.3.1.3**

To: **23.3.1.1**

Attention: **23.3.1.2**

Address 1:

Address 2:

City: State: Country: ZIP:

DoDAAC: **23.3.1.4** RIC: **23.3.1.5**

Figure 23-5 To Address Block

Note: Numbers in data boxes indicate corresponding section numbers.

#### 23.3.1 Fields for To Address Block

##### 23.3.1.1 To

Enter the name (up to 30 alphanumeric characters) of the person or organization that will receive the discrepancy report. This is a required field.



### 23.3.1.2 Attention

Enter the name (up to 30 alphanumeric characters) of the person (if other than the **To** name (23.3.1.1)) who should specifically receive the discrepancy report.

### 23.3.1.3 Address 1, Address 2, City, State (Prov), Country, ZIP

The requirements for these fields are the same as those in the DIRAMS Standard Address Block. (See Section 10.2.5.)

### 23.3.1.4 DoDAAC

Enter the Department of Defense Activity Accounting Code (DoDAAC) (6 alphanumeric characters) for the person/organization identified in the **To** box (23.3.1.1). If you enter a DoDAAC, it will be validated.

### 23.3.1.5 RIC

Enter the Routing Identifier Code (RIC) (up to 3 alphanumeric characters) for the person/organization identified in the **To** box (23.3.1.1).

## 23.4 From Address Block

The **From Address Block** (Figure 23-6) appears when you select the circle in front of **From** in the **Address Block** selection section on Packaging screen 1. This is a required address block.

**From Address**

☐ To ☒ From ☐ Shipper ☐ Administering Office ☐ Preparer ☐ Reply To

23.4.1.3

From: 23.4.1.1

Attention: 23.4.1.2

Address 1:

Address 2:

City: State: Country: ZIP:

DoDAAC: 23.4.1.4 RIC: 23.4.1.5

Figure 23-6 From Address Block

Note: Numbers in data boxes indicate corresponding section numbers.



## 23.4.1 Fields for From Address Block

### 23.4.1.1 *From*

Enter the name (up to 30 alphanumeric characters) of the person or organization sending the discrepancy report. This is a required field.

### 23.4.1.2 *Attention*

Enter the name (up to 30 alphanumeric characters) of the person (if other than the **From** name (23.4.1.1)) who initiated this discrepancy report.

### 23.4.1.3 *Address 1, Address 2, City, State (Prov), Country, ZIP*

The requirements for these fields are the same as those in the DIRAMS Standard Address Block. (See Section 10.2.5.)

### 23.4.1.4 *DoDAAC*

Enter the Department of Defense Activity Accounting Code (DoDAAC) (6 alphanumeric characters) for the person/organization identified in the **From** box (23.4.1.1). If you enter a DoDAAC, it will be validated.

### 23.4.1.5 *RIC*

Enter the Routing Identifier Code (RIC) (up to 3 alphanumeric characters) for the person/organization identified in the **From** box (23.4.1.1).



## 23.5 Shipper Address Block

The **Shipper Address Block** (Figure 23-7) appears when you select the circle in front of **Shipper** in the **Address Block** selection section on Packaging screen 1. This is a required address block.

**Shipper Address**

☐ To ☐ From ☒ Shipper ☐ Administering Office ☐ Preparer ☐ Reply To

23.5.1.3

Shipper: 23.5.1.1

Attention: 23.5.1.2

Address 1:

Address 2:

City: State: Country: ZIP:

DoDAAC: 23.5.1.4 CAGE Code: 23.5.1.5 RIC: 23.5.1.6

Figure 23-7 Shipper Address Block

Note: Numbers in data boxes indicate corresponding section numbers.

### 23.5.1 Fields for Shipper Address Block

#### 23.5.1.1 Shipper

Enter the name (up to 30 alphanumeric characters) of the person or organization in charge of shipping. This is a required field.

#### 23.5.1.2 Attention

Enter the name (up to 30 alphanumeric characters) of the person (if other than the **Shipper** name (23.5.1.1)) who shipped the material that caused this discrepancy report.

#### 23.5.1.3 Address 1, Address 2, City, State (Prov), Country, ZIP

The requirements for these fields are the same as those in the DIRAMS Standard Address Block. (See Section 10.2.5.)



### 23.5.1.4 DoDAAC

Enter the Department of Defense Activity Accounting Code (DoDAAC) (6 alphanumeric characters) for the person/organization identified in the **Shipper** box (23.5.1.1). If you enter a DoDAAC, it will be validated.

### 23.5.1.5 CAGE Code

Enter the 5 character (alphanumeric) Commercial and Government Entity (CAGE) Code that identifies the contractor/location identified in the **Shipper** box (23.5.1.1). If you enter a CAGE Code, it will be validated.

### 23.5.1.6 RIC

Enter the Routing Identifier Code (RIC) (up to 3 alphanumeric characters) for the person/organization identified in the **Shipper** box (23.5.1.1).

## 23.6 Administering Office Address Block

The **Administering Office Block** (Figure 23-8) appears when you select the circle in front of **Administering Office** in the **Address Block** selection section on Packaging screen 1.

**Administering Office**

☐ To
 ☐ From
 ☐ Shipper
 ☒ Administering Office
 ☐ Preparer
 ☐ Reply To

Invoice/DD 250 #: 23.6.2.1
 Invoice/DD 250 Date: 23.6.2.2
 Shipper's #: 23.6.2.3

Transport. Doc #: 23.6.2.4
 Contract/Order #: 23.6.2.5
 23.6.2.6
 Type: ☐ GBL ☐ CBL ☐ Other

Administering Office: 23.6.2.7
 Attention: 23.6.2.8

Address 1:
 Address 2:
 City:
 State:
 Country:
 ZIP:

23.6.2.9

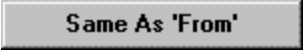
Same As 'From'

Figure 23-8 Administering Office Address Block

Note: Numbers in data boxes indicate corresponding section numbers.



### 23.6.1 Button on Administering Office Address Block

Button:	Instructions:
	<p>If the information for the <b>Administering Office</b> are the same or similar to the <b>From Address Block</b>, click the <b>Same As 'From'</b> button. When you click this button, the information you entered in the <b>From Address Block</b> is copied to the <b>Administering Office Address Block</b>. You can edit the information displayed.</p>

### 23.6.2 Fields for Administering Office Block

#### 23.6.2.1 Invoice/DD 250 #

Enter the vendor's invoice/DD 250 number (up to 12 alphanumeric characters) or the shipper's bill number (up to 20 alphanumeric characters).

#### 23.6.2.2 Invoice/DD250 Date

Enter the date (MMDDYY, MM/DD/YY or DD-MON-YYYY format) of the invoice. This date must be the same as or earlier than the current date (Invoice Date  $\leq$  system date).

---

**Note:** This is valid only for shipping discrepancies.

---

#### 23.6.2.3 Shipper's #

Enter the shipment number (up to 20 alphanumeric characters).

#### 23.6.2.4 Transport. Doc. #

Enter the identifying number (up to 17 alphanumeric characters) for a transportation control and movement document.

#### 23.6.2.5 Contract/Order #

Enter the identifier (up to 25 alphanumeric characters) of the contract or order number.

#### 23.6.2.6 Type

Indicate the type of transportation document by selecting the circle in front of **GBL**, **CBL** or **Other**.

#### 23.6.2.7 Administering Office

Enter the name (up to 30 alphanumeric characters) of the office serving as administrator for the discrepancy report.



### 23.6.2.8 Attention

Enter the name (up to 30 alphanumeric characters) of the person (if other than the **Administering Office** name (23.6.2.7)) who is the local DCMC PQDR Monitor.

### 23.6.2.9 Address 1, Address 2, City, State (Prov), Country, ZIP

The requirements for these fields are the same as those in the DIRAMS Standard Address Block if you enter a value in the Administering Office box (23.6.2.7). (See Section 10.2.5.)

## 23.7 Preparer Address Block

The **Preparer Address Block** (Figure 23-9) appears when you select the circle in front of **Preparer** in the **Address Block** selection section on Packaging screen 1. This is a required address block.

Figure 23-9 Preparer Address Block

Note: Numbers in data boxes indicate corresponding section numbers.

### 23.7.1 Button on Preparer Address Block

Button:	Instructions:
<div>Same As 'From'</div>	<p>If the information for the <b>Preparer Address Block</b> are the same or similar to the <b>From Address Block</b>, click the <b>Same As 'From'</b> button. When you click this button, the information you entered in the <b>From Address Block</b> is copied to the <b>Preparer Address Block</b>. You can edit the information displayed.</p>



## **23.7.2 Fields for Preparer Address Block**

### **23.7.2.1 Preparer**

Enter the name (up to 30 alphanumeric characters) of the person or organization that prepared the discrepancy report. This is a required field.

### **23.7.2.2 Attention**

Enter the name (up to 30 alphanumeric characters) of the person (if other than the **Preparer** name (23.7.2.1)) who prepared the discrepancy report.

### **23.7.2.3 Address 1, Address 2, City, State (Prov), Country, ZIP**

The requirements for these fields are the same as those in the DIRAMS Standard Address Block. (See Section 10.2.5.)

### **23.7.2.4 DoDAAC**

Enter the Department of Defense Activity Accounting Code (DoDAAC) (6 alphanumeric characters) for the person/organization identified in the **Preparer** box (23.7.2.1). If you enter a DoDAAC, it will be validated..

### **23.7.2.5 RIC**

Enter the Routing Identifier Code (RIC) (up to 3 alphanumeric characters) for the person/organization identified in the **Preparer** box (23.7.2.1).



## 23.8 Reply To Address Block

The **Reply To Address Block** (Figure 23-10) appears when you select the circle in front of **Reply To** in the **Address Block** selection section on Packaging screen 1. This is a required address block.

**Reply To Address**

☐ To ☐ From ☐ Shipper ☐ Administering Office ☐ Preparer ☒ Reply To

**23.8.2.3**

Reply To: 23.8.2.1

Attention: 23.8.2.2

Address 1:

Address 2:

City: State: Country: ZIP:

DoDAAC: 23.8.2.4 Same As 'From' RIC: 23.8.2.5

Figure 23-10 Reply To Address Block

Note: Numbers in data boxes indicate corresponding section numbers.

### 23.8.1 Button on Reply To Address Block

Button:	Instructions:
	If the information for the <b>Reply To Address Block</b> are the same or similar to the <b>From Address Block</b> , click the <b>Same As 'From'</b> button. When you click this button, the information you entered in the <b>From Address Block</b> is copied to the <b>Reply To Address Block</b> . You can edit the information displayed.

### 23.8.2 Fields for Reply To Address Block

#### 23.8.2.1 Reply To

Enter the name (up to 30 alphanumeric characters) of the person or organization must receive the reply to the completed discrepancy report. This is a required field.

#### 23.8.2.2 Attention

Enter the name (up to 30 alphanumeric characters) of the person (if other than the **Reply To** name (23.5.1.1) who must receive the reply to the completed discrepancy report.



**23.8.2.3 Address 1, Address 2, City, State (Prov), Country, ZIP**

The requirements for these fields are the same as those in the DIRAMS Standard Address Block.  
(See Section 10.2.5.)

**23.8.2.4 DoDAAC**

Enter the Department of Defense Activity Accounting Code (DoDAAC) (6 alphanumeric characters) for the person/organization identified in the **Reply To** box (23.5.1.1). If you enter a DoDAAC, it will be validated.

**23.8.2.5 RIC**

Enter the Routing Identifier Code (RIC) (up to 3 alphanumeric characters) for the person/organization identified in the **Reply To** box (23.5.1.1).



## 23.9 Packaging Screen 2 of 5

Packaging screen 2 (Figure 23-11) is for the names and addresses of other persons who will be receiving copies of the discrepancy report, as well as information about the preparing official. In addition, it provides access to shipment, billing, receipt and discrepancy detail information.

**Packaging (Screen 2 of 5) For Official Use Only**

File Edit Functions Administration Help

Distrib. Addresses:

23.9.2.1

**Shipment, Billing, Receipt, and Discrepancy Detail**

Funding & Acct. Data: 23.9.2.2

Preparing Official: 23.9.2.3 Title: 23.9.2.4

Commercial Phone: 23.9.2.5 DSN Phone: 23.9.2.6

FAX: 23.9.2.7 E-mail: 23.9.2.8

Figure 23-11 Packaging Screen 2 Fields

Note: Numbers in data boxes indicate corresponding section numbers.

### 23.9.1 Button on Packaging Screen 2 of 5

Button:	Instructions:
	<p>If you have detail information to enter, click the <b>Shipment, Billing, Receipt and Discrepancy Detail (23.10)</b> button on Packaging screen 2. The Packaging Discrepancy Details window (Figure 23-12) appears.</p>



## **23.9.2 Fields for Packaging Screen 2 of 5**

### **23.9.2.1 *Distrib. Addressees***

Enter the names and addresses (up to 80 alphanumeric characters) of other persons who will be receiving copies of the discrepancy report. You can enter information for up to 6 addressees.

### **23.9.2.2 *Funding and Acct. Data***

If this is a packing discrepancy, enter the accounting/appropriation fund cite information (up to 80 alphanumeric characters). If this is a shipping discrepancy, enter the original fund code to be credited (up to 80 alphanumeric characters).

### **23.9.2.3 *Preparing Official***

Enter the name (up to 30 alphanumeric characters) of the preparing official. This is a required field.

### **23.9.2.4 *Title***

Enter the title (up to 20 alphanumeric characters) of the preparing official. This is a required field.

### **23.9.2.5 *Commercial Phone***

Enter the phone number (10-26 digits) for the preparing official. If you enter exactly 10 digits, it is automatically formatted as xxx-xxx-xxxx. If you enter 11-26 digits, it appears as you type it (no automatic formatting). This is a required field.

### **23.9.2.6 *DSN Phone***

Enter the Defense Switched Network (DSN) number (7 or 10-15 digits) of the preparing official. If you enter seven (7) digits, the number is automatically formatted as xxx-xxxx. If you enter ten (10) digits, the number is automatically formatted as xxx-xxx-xxxx. If you enter 11-15 digits, the number appears exactly as you type it.

### **23.9.2.7 *FAX***

Enter the facsimile (FAX) number (7 or 10-15 digits) of the preparing official. If you enter seven (7) digits, the number is automatically formatted as xxx-xxxx. If you enter ten (10) digits, the number is automatically formatted as xxx-xxx-xxxx. If you enter 11-15 digits, the number appears exactly as you type it.

### **23.9.2.8 *E-mail***

Enter the e-mail address (up to 60 alphanumeric characters) of the preparing official. This is a required field.

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**Note:** The single quote character (') and the semicolon (;) are not valid in this field. If you enter a single quote (') or a semicolon (;) in this field, an error message will appear when you tab off the field or attempt to save.

---



## 23.10 Packaging Discrepancy Details Window

The Packaging Discrepancy Details window (Figure 23-12) is for information about shipment, billing, and receipt of the discrepant material, as well as quantity, cost and code information about the discrepancy. Information not addressed elsewhere appears on the bottom of the window. This window is accessed by clicking the **Shipment, Billing, Receipt and Discrepancy Detail** button on Packaging screen 2 (Figure 23-11).

**Note:** This is a window, not a screen; therefore, no menu bar or tool bar actions are available.

**Packaging (Screen 2 of 5) For Official Use Only**

File Edit Functions Administration Help

**Shipment, Billing and Receipt Data**

NSN: 23.10.4.1 Unit of Issue: 23.10.4.2

Quantity Billed/Shipped: 23.10.4.3 Quantity Rcvd.: 23.10.4.4

**Discrepancy Data**

Quantity: 23.10.4.5 Discrepancy Code: 23.10.4.6

Unit Price: 23.10.4.7 Action Code: 23.10.4.9

Total Cost: 23.10.4.8

**Remarks:**

23.10.4.10

<< Add >> OK Return Cancel




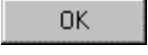
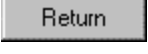
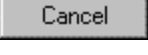
**End of File** 0 of 0 Records

Figure 23-12 Packaging Discrepancy Details Window Fields

Note: Numbers in data boxes indicate corresponding section numbers.



### 23.10.1 Buttons on the Packaging Discrepancy Details Window

Selecting this button:	Performs this function:
	Move to the previous record. <a href="#">See Section 23.10.3.</a>
	Insert a new record. <a href="#">See Section 23.10.2.</a>
	Move to the next record. <a href="#">See Section 23.10.3.</a>
	Save the information you entered (i.e., the current record).
	Close the Packaging Discrepancy Details Window and return to Packaging Screen 2.
	Remove any unsaved changes (i.e., before you click OK) and/or restore the most recently saved information.

### 23.10.2 Entering Detail Information

1. Click the **Add** button. The cursor appears in the **NSN** box.
2. Enter your information.
3. Click the **OK** button to save your information. The **Return** button becomes "selectable."
4. Click the **Return** button. The Packaging Discrepancy Detail window closes.  
or  
Click **Cancel** to delete the displayed detail information.

---

**Note:** You can enter additional detail records by clicking the **Add** button.

---

### 23.10.3 Navigating Between Detail Records

One report could have multiple detail records associated with it; therefore you must be able to view each record. The **Previous** and **Next** buttons ([Figure 23-13](#)) allow you to move from one record to another (up to ten records).



*Figure 23-13 Previous/Next Arrows on the Packaging Discrepancy Detail Window*



## 23.10.4 Fields for Packaging Discrepancy Details Window

### Shipment, Billing and Receipt Data Section

#### 23.10.4.1 NSN

Enter the National Stock Number/Part Number (up to 17 alphanumeric characters).

#### 23.10.4.2 Unit of Issue

If this is a shipping discrepancy, enter the unit of issue (up to 10 alphanumeric characters) as billed or indicated on the shipping document.

#### 23.10.4.3 Quantity Billed/Shipped

Enter the quantity (up to 10 digits) of items shipped or billed.

#### 23.10.4.4 Quantity Rcvd.

Enter the quantity (up to 10 digits) of items received.

### Discrepancy Data Section

#### 23.10.4.5 Quantity

Enter the discrepant quantity (up to 10 digits).

#### 23.10.4.6 Unit Price

Enter the unit price (up to 10 digits for whole dollars plus 2 for decimal places or cents) as billed or shown on the shipping document.

#### 23.10.4.7 Total Cost

This protected data box is automatically populated after you enter (and tab out of) both the **Quantity** (23.10.4.5) and the **Unit Price** (23.10.4.6). Total Cost = Quantity X Unit Price

#### 23.10.4.8 Discrepancy Code

Select (click on or highlight) the code used to identify the nature of the discrepancy from this list.

#### 23.10.4.9 Action Code

Select (click on or highlight) the code which represents the action from this list.

### Remarks Section

#### 23.10.4.10 Remarks

Enter any additional information (up to 1,000 alphanumeric characters) about the discrepancy. You may type your remarks in *Word*, copy them, and then paste them in this scrolling text box. See Appendix C for more information on cutting and pasting.



---

**Note:** If you enter more than the allowed number of characters, a message pops up when you **Tab** out of the text box. You must then edit the text so that it contains no more than the maximum allowed number of characters before you can save the record.

---



## 23.11 Packaging Screen 3 of 5

Packaging screen 3 (Figure 23-14) lists the names and addresses of persons who will receive copies of the reply concerning the discrepancy report. It also displays the actions taken to be in accordance with the notice of the discrepancy.

**Packaging (Screen 3 of 5) For Official Use Only**

File Edit Functions Administration Help

**Copies To:**

23.11.1.1	DoDAAC: 23.11.1.2	RIC: 23.11.1.3

**IN ACCORDANCE WITH NOTICE OF DISCREPANCY**

23.11.1.4 Material Shipped: ☐ Has Been ☐ Will Be

23.11.1.5 Invoice/Bill Attached: ☐ Yes ☐ No

23.11.1.6 Proof of Delivery: ☐ Yes ☐ No

Document # 23.11.1.7

Adjustment Processed: ☐ Yes ☐ No 23.11.1.8

Record of Shpmt: ☐ Yes ☐ No 23.11.1.9

Reason 23.11.1.12

23.11.1.10 Adjust. in Billing: ☐ Yes ☐ No

Process As: ☐ Credit ☐ Debit 23.11.1.11

**Regulation 23.11.1.13**

- ☐ Chapter 5 of the GSA handbook/(FPMR 101-26.8)
- ☐ Chapter 2 and/or 7 of DOD 4000.25-7-m, and/or DD 1513

Figure 23-14 Packaging Screen 3 Fields

Note: Numbers in data boxes indicate corresponding section numbers.

## Fields for Packaging Screen 3 of 5

### 23.11.1.1 Copies To

Enter the names and addresses (up to 80 alphanumeric characters) of other persons who will be receiving copies of the reply. You can enter information for up to 6 addressees.

### 23.11.1.2 DoDAAC

For each addressee to whom a copy of the reply is sent, enter the addressee's Department of Defense Activity Accounting Code (DoDAAC) (6 alphanumeric characters). Once entered, this



value is validated. This is a required field for any listed name/address in a **Copies To** data box (23.11.1.1) if you do not enter a Routing Identifier Code (**RIC**) (23.11.1.3).

#### **23.11.1.3 RIC**

For each addressee to whom a copy of the reply is sent, enter the addressee's Routing Identifier Code (RIC) (up to 3 alphanumeric characters). This is a required field for any listed name/address in a **Copies To** data box (23.11.1.1) if you do not enter **DoDAAC** (23.11.1.3).

#### **23.11.1.4 Material Shipped**

Indicate whether or not the material has already been shipped by selecting either the circle in front of **Has Been** or the circle in front of **Will Be**. To deselect a circle, double click on it.

#### **23.11.1.5 Invoice/Bill Attached**

Indicate whether or not an invoice or bill was attached by selecting either the circle in front of **Yes** or the circle in front of **No**. To deselect a circle, double click on it.

#### **23.11.1.6 Proof of Delivery**

Indicate whether or not there was proof of delivery by selecting either the circle in front of **Yes** or the circle in front of **No**.

#### **23.11.1.7 Document #**

Enter the shipment document identifier; e.g., GBL, CBL, Airbill, etc. (up to 20 alphanumeric characters). Ref. Block 19.a of SF 364.

#### **23.11.1.8 Adjustment Processed**

Indicate whether or not an adjustment in contract price (Ref. Block 19.c of SF 364) was processed by selecting either the circle in front of **Yes** or the circle in front of **No**. To deselect a circle, double click on it.

#### **23.11.1.9 Record of Shpmnt**

Indicate whether or not there is a record (proof of delivery) of shipment (Ref. Block 19.e of SF 364) by selecting either the circle in front of **Yes** or the circle in front of **No**. To deselect a circle, double click on it.

#### **23.11.1.10 Adjust. in Billing**

Indicate whether or not there was a billing adjustment in contract price (Ref. Block 19.f of SF 364) by selecting either the circle in front of **Yes** or the circle in front of **No**. To deselect a circle, double-click on it.

#### **23.11.1.11 Process As**

If the discrepancy is the result of an Overage or Shortage, indicate the action taken as follows (Ref. Block 19.c of SF 364). Select the circle in front of **Credit** if the discrepancy was processed as a credit. Select the circle in front of **Debit** if the discrepancy was processed as a debit. To deselect a circle, double click on it.



### **23.11.1.12 Reason**

If the discrepancy was not reported within the allowed time frame, select the circle in front of the first (top) reason (i.e., **Discrepancy not reported within time frame allowed**). If the dollar value of the discrepancy does not meet the criteria specified in the Regulation (23.11.1.13), select the circle in front of the second (bottom) reason (i.e., **Dollar Value does not meet the criteria prescribed in the 'Regulation' column**). To deselect a circle, double click on it.

### **23.11.1.13 Regulation**

If the pertinent regulation is contained in Chapter 5 of the GSA handbook, select the circle in front of the first (top) regulation. If the pertinent regulation is contained in Chapter 2 and/or 7 of DOD 4000.25-7 and/or DD 1513, select the circle in front of the second (bottom) regulation. To deselect a circle, double-click on it.



## 23.12 Packaging Screen 4 of 5

Packaging screen 4 (Figure 23-15) is for information pertaining to the disposition of the discrepant material. This information includes whether or not a representative will be calling, whether or not the material will be retained without charge, shipping information and any other relevant information.

**Packaging [Screen 4 of 5] For Official Use Only**

File Edit Functions Administration Help

THE FOLLOWING DISPOSITION IS TO BE MADE OF THE REFERENCED MATERIAL

Process for Disposal: ☐ Yes ☐ No **23.12.1.1**      Retain Material w/o Charge: ☐ Yes ☐ No **23.12.1.4**

Rep Will Call: ☐ Yes ☐ No **23.12.1.2**      Material Picked Up: ☐ Yes ☐ No **23.12.1.5**

# Days: **23.12.1.3**      # Days: **23.12.1.6**

---

**23.12.1.7** Ship Material: ☐ Yes ☐ No

**23.12.1.8** ☐ GBL Appropriation Chargeable

**23.12.1.9** ☐ Charges Collect-Via: ☒ Freight ☐ Express

**23.12.1.10** ☐ Postage Advance \$: **23.12.1.11** (999999.99)

**23.12.1.12** ☐ Parcel Post Label Attached

**23.12.1.13** ☐ Freight Prepaid

---

Other: **23.12.1.14**

Figure 23-15 Packaging Screen 4 Fields

Note: Numbers in data boxes indicate corresponding section numbers.

### 23.12.1 Fields for Packaging Screen 4 of 5

#### 23.12.1.1 Process for Disposal

Indicate whether or not the material is to be processed for disposal by selecting either the circle in front of **Yes** or the circle in front of **No**. To deselect a circle, double click on it.



### **23.12.1.2 Rep Will Call**

Indicate whether or not a representative will call by selecting either the circle in front of **Yes** or the circle in front of **No**. To deselect a circle, double click on it.

### **23.12.1.3 # Days**

Enter the number of days (up to 3 digits) within which the representative is supposed to call.

---

**Note:** You can only enter a value if you selected **Yes** for **Rep Will Call** (23.12.1.2).

---

### **23.12.1.4 Retain Material w/o Charge**

Indicate whether or not the material will be retained without charge by selecting either the circle in front of **Yes** or the circle in front of **No**. To deselect a circle, double click on it.

### **23.12.1.5 Material Picked Up**

Indicate whether or not the material will be picked up by selecting either the circle in front of **Yes** or the circle in front of **No**. To deselect a circle, double click on it.

### **23.12.1.6 # Days**

Enter the number of days (up to 3 digits) within which the material is supposed to be picked up.

---

**Note:** You can only enter a value if you selected **Yes** for **Material Picked Up** (23.12.1.2).

---

### **23.12.1.7 Ship Material**

Indicate whether or not the material will be shipped by selecting either the circle in front of **Yes** or the circle in front of **No**. To deselect a circle, double click on it (i.e., click the left mouse button two times in quick succession). If you select **No**, you cannot enter any additional information in the middle section of this screen (i.e., the **Other** text box (23.12.1.14) is the only unprotected data box on the remainder of the screen). If you select **Yes**, you can continue to add information in the middle section of this screen.

---

**Note:** Instructions in this area are used to provide action(s) per Block 20.e, (1) through (4) of SF 364.

---

### **23.12.1.8 GBL Appropriation Chargeable**

Select this circle if the material shipped is GBL chargeable. To deselect a circle, double click on it.

---

**Note:** Instructions in this area are used to provide action(s) per Block 20.e, (1) through (4) of SF 364.

---



### 23.12.1.9 Charges Collect

Select the circle in front of **Charges** if charges are to be collected. To deselect a circle, double click on it. If you select this circle, you can select **Freight** or **Express** (23.12.1.10).

---

**Note:** Instructions in this area are used to provide action(s) per Block 20.e, (1) through (4) of SF 364.

---

### 23.12.1.10 Postage Advance

Select the circle in front of Postage Advance if a postal advance is required. If you select this circle, you must enter a value in the **Postal Advance \$** box (23.12.1.11).

### 23.12.1.11 Postage Advance \$

Enter the amount (up to 6 whole dollar digits and 2 decimal places or cents) of any postage advance.

---

**Note:** Instructions in this area are used to provide action(s) per Block 20.e, (1) through (4) of SF 364.

---

### 23.12.1.12 Parcel Post Label Attached

Select this circle if a parcel post label is to be attached. To deselect a circle, double click on it.

---

**Note:** Instructions in this area are used to provide action(s) per Block 20.e, (1) through (4) of SF 364.

---

### 23.12.1.13 Freight Prepaid

Select this circle if the freight charges are to be prepaid. To deselect a circle, double click on it.

---

**Note:** Instructions in this area are used to provide action(s) per Block 20.e, (1) through (4) of SF 364.

---

### 23.12.1.14 Other

Enter any additional information (up to 250 alphanumeric characters) concerning shipment.

---

**Note:** If you enter more than the allowed number of characters, a message pops up when you **Tab** out of the text box. You must then edit the text so that it contains no more than the maximum allowed number of characters before you can save the record.

---



## 23.13 Packaging Screen 5 of 5

Packaging screen 5 (Figure 23-16) is for information concerning the resolution of the discrepancy. It also identifies the preparing official.

**Packaging (Screen 5 of 5) For Official Use Only**

File Edit Functions Administration Help

Submit New Requisition: ☒ Yes ☐ No **23.13.1.1**

Replace w/ Satis. Material: ☐ Yes ☒ No **23.13.1.2**

Replace By: **23.13.1.3**

Remarks:

**23.13.1.4**

Preparing Official: **23.13.1.5** Title: **23.13.1.6**

Commercial Phone: **23.13.1.7** DSN Phone: **23.13.1.8**

Date: **23.13.1.9** E-mail: **23.13.1.10**

Figure 23-16 Packaging Screen 5 Fields

Note: Numbers in data boxes indicate corresponding section numbers.

### 23.13.1 Fields for Packaging Screen 5 of 5

#### 23.13.1.1 Submit New Requisition

Indicate whether or not a new requisition must be submitted by selecting either the circle in front of **Yes** or the circle in front of **No**. To deselect a circle, double click on it.

#### 23.13.1.2 Replace w/ Satis. Material

Indicate whether or not the discrepancy is to be resolved by replacement of unsatisfactory material with satisfactory material by selecting either the circle in front of **Yes** or the circle in front of **No**. To deselect a circle, double click on it.



### 23.13.1.3 **Replace By**

Enter the date (MMDDYY, MM/DD/YY or DD-MON-YYYY format) by which replacement of unsatisfactory material with satisfactory material is to be completed.

### 23.13.1.4 **Remarks**

Enter any additional information (up to 250 alphanumeric characters) concerning the replacement.

---

**Note:** If you enter more than the allowed number of characters, a message pops up when you **Tab** out of the text box. You must then edit the text so that it contains no more than the maximum allowed number of characters before you can save the record.

---

### 23.13.1.5 **Preparing Official**

Enter the name (up to 30 alphanumeric characters) of the preparing official. If you enter the preparing official's name, you must also enter the official's **Commercial Phone** (23.13.1.7).

### 23.13.1.6 **Title**

Enter the title (up to 30 alphanumeric characters) of the preparing official.

---

**Note:** This box is protected unless you enter a **Preparing Official** (23.13.1.5).

---

### 23.13.1.7 **Commercial Phone**

Enter the phone number (10-26 digits) for the preparing official. If you enter exactly 10 digits, it is automatically formatted as xxx-xxx-xxxx. If you enter 11-26 digits, it appears as you type it (no automatic formatting). This is a required field if you entered a name for the **Preparing Official** (23.13.1.5).

---

**Note:** This box is protected unless you enter a **Preparing Official** (23.13.1.5).

---

### 23.13.1.8 **DSN Phone**

Enter the Defense Switched Network (DSN) number (7 or 10-15 digits) of the preparing official. If you enter seven (7) digits, the number is automatically formatted as xxx-xxxx. If you enter ten (10) digits, the number is automatically formatted as xxx-xxx-xxxx. If you enter 11-15 digits, the number appears exactly as you type it.

---

**Note:** This box is protected unless you enter a **Preparing Official** (23.13.1.5).

---

### 23.13.1.9 **Date**

Enter the date (MMDDYY, MM/DD/YY or DD-MON-YYYY format) on which the Preparing Official prepared the reply.

---

**Note:** This box is protected unless you enter a **Preparing Official** (23.13.1.5).

---



**23.13.1.10 E-mail**

Enter the e-mail address (up to 60 alphanumeric characters) of the Preparing Official.

---

**Notes:** The single quote character (') and the semicolon (;) are not valid in this field. If you enter a single quote (') or a semicolon (;) in this field, an error message will appear when you tab off the field or attempt to save.

This box is protected unless you enter a **Preparing Official** (23.13.1.5).

---